

Mandatory Solid Waste Management Policy in District Government Facilities



PAPER

The District's Office Recycling Program: Policy and Procedures

SPECIAL POINTS OF INTEREST:

- "Recyclables" are salvage resources that are recovered and reprocessed from waste materials for use in new products.
- In the District of Columbia, Recycling is law!
- Recycling calls for the separation and collection of all recyclable materials from the solid waste stream.
- The role of the Office of Property Management (OPM) is to ensure that clearly labeled containers for the collection and separation of recyclable paper products are available for use in the work areas of District government employee.

In the District of Columbia, Mayor Anthony A. Williams has the authority to mandate the source separation and recycling of any component of the solid waste stream by owners and occupants of residential and commercial properties in the District of Columbia (§ 8-1007 f).

The District's Executive Branch, must provide a clearly labeled box for separation and collection of recyclable paper for every government employee's office work area. Paper deposited in such boxes shall be moved to appropriate designated collection points in each building to be collected by the custodial staff and, finally hauled and delivered to a recycling facility.

Upon receipt of a recycling box for the separation of paper, every District employee is required to abide by the operational requirements of the paper-recycling program. For more program information, please contact the Office of Property Management at (202) 724-4400.

The employee must separate and collect recyclable paper at least once a week. He/she is required to take the collected paper and deposit it in his/her designated office central collection container (usually located near the central office copying center) to be in compliance with current requirements.



The District requires the use of 30% recycled content paper.

Do you know...

Staples may be left on paper being recycled, however paper clips should be removed for reuse.

By law, all owners and occupants of commercial property are to separate for collection all recyclable materials from the solid waste stream. Currently, the mandatory source separation program includes all paper, including newspapers; all glass, plastics, and metal. Like any business in the District, the government and its employees are responsible for reducing the amount of waste it produces and to recycle as much as possible.

District employees assigned to the John A. Wilson Building ("Wilson") Building are excluded from the white paper collection program. Staff at the Wilson Building are to collect commingled (mixed) materials such as white and color paper and newspapers in the same paper receptacle, and are also to collect plastic bottles, cans and glass to be deposited in the appropriate designated container for the mixed com-

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appropriate designated container for mixed commodities.

Please note that starting in December 2003, employees at the Wilson Building will be part of a waste reduction pilot (Mini-bin/Multi-ports project) that will require all employees to dispose of their waste and recyclables at designated central collection centers.



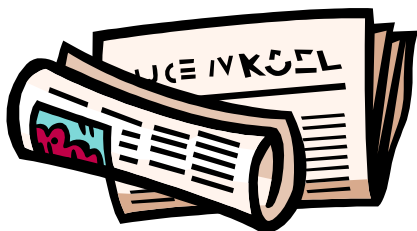
Acceptable items to be recycled

The following items should be placed in the large recycling containers located throughout the suite/work area:

- White ledger paper only
- White paper (any color ink)
- White copier paper
- White computer paper
- White and off-white high quality office stationery
- White envelopes with water-soluble glue (i.e., those that can be sealed when moistened or that have tear off areas with non-water soluble adhesives), without windows, and without self-adhesive labels or postage stamps (tear those off first).

"Did you know that recycling one ton of paper saves 7,000 gallons of water?"

Other Recyclable Items



Newspapers are to be collected at all District government facilities.

Newspapers

Clean newspapers, newspaper inserts, magazines and catalogs should be placed in the specially marked containers located in your suite/work area.

"According to EPA, each person generates on average 4 to 5 pounds of trash per day"

Cardboard Boxes

Corrugated cardboard boxes should be placed in the hallway outside each office/work area. Boxes are to be disassembled.

Toners and copier cartridges

All agencies under the purview of the Executive Office of the Mayor (EOM) are required to recycle toner cartridges. Printer toner cartridges, copier cartridges, ink jet cartridges with or without boxes, should be placed in the specially marked containers located in your suite/work area for collection.

Unacceptable items

Do not put the following into the recycling containers:

- Waxy paper
- Green striped computer paper
- Carbon paper
- Telephone books
- Rubber bands
- Post-it notes
- Tyvek envelopes
- Facial tissues
- Adhesive tape
- Paper cups

- Food wrappings
- Padded envelopes
- Pressure-sensitive (self-adhesive) labels and postage stamps
- Three-ring binders (recycle the contents)
- Plastic or metal spiral binders (remove the binding and recycle the contents)
- Binder clips and other metal fasteners

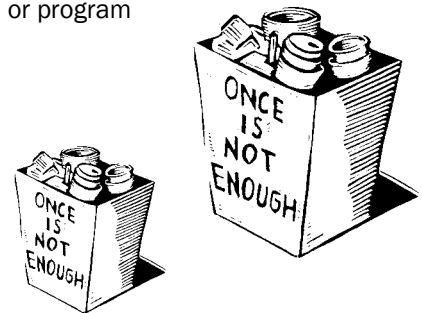
NO plastic of any kind, Styrofoam, pizza boxes, toxic or hazardous material should be placed in recycling containers.



Need some more ideas? Follow These Simple Source Reduction Tips...

- Make two-sided copies
- Encourage the reuse of paper for scrap paper
- Scrap paper can be reused for memos, messages, writing drafts or making calculations
- Memos can be posted in a central location or circulated to several people with a routing slip rather than producing multiple copies
- Filing centrally rather than in multiple files saves not only paper use, but also reduces filing time and space
- Utilize a computerized e-mail system
- Order centralized message slips and lined pads that can be recycled
- Use white paper rather than colored stock. By eliminating the collection or separation of various paper types, higher quality is maintained for marketing purposes
- Order in bulk and consider reusing packaging or specifying that products be shipped with less packaging.
- Establish an in-house reuse program
- The waste from one office may be a valuable raw material for another office or program
- Tighten quality controls to avoid waste
- Consider using reusable utensils, mugs, cups, and dinnerware
- Monitor purchasing and save on supply and product replacement costs
- Re-ink computer printer and typewriter ribbons
- Purchase materials that can be recycled. Have the copy machine and laser printers serviced by toner cartridge refilling companies
- Encourage employees to discover waste reduction strategies

"Recycling protects our health and environment when harmful substances are removed from the waste stream."



What is Environmentally Preferable Purchasing?

Environmentally Preferable Purchasing (EPP) refers to the practice of buying products or services that have lesser or reduced impact on the environment and human health, when compared with other competing products or services that serve the same purpose.

On October 1, 2003, Jacque Abadie, III, Chief Procurement Officer for the District of Columbia, signed OCP Directive 1303.00 to establish procedures to be followed by the Office of Contracting and Procurement to implement EPP processes.

EPP refers to the practice of specifying products with environmental attributes, such as reduced packaging, reusability, energy efficiency, recycled content, and rebuilt or remanufactured products, in our bids and contracts.

Environmentally Preferable products may include items from the following categories: office supplies, paper, janitorial supplies and products, refurbished furniture, pest control, toner cartridges, carpeting and rubber flooring, office equipment, paper towels, trash bags, paint, lumber, motor oils, anti-freeze, and hazardous materials.

Environmentally Preferable services may include, among others, the following: environmental compliance services, environmental planning and documentation services, occupational training, waste management, and environmental re-mediation services.

This policy directive shall be utilized with the environmentally preferable contract clauses found on the OCP Intranet at www.ocp.in.dc.gov.

"PURCHASING is the first step in waste generation."

We're on the web!

<http://opm.dc.gov/information/recycle/>

DC Recycles!



More Important Information About Computer Toner

In keeping with the Recycling initiative, the Office of Contracting and Procurement ("OCP") awarded a Government-wide Requirements contract to Laser Art, Inc. and Standard Office Supply, Inc. on October 1, 2003. **These contractors are responsible for the recycling of ALL used toner cartridges for printers, copiers and fax machines, as well as for the sale of remanufactured cartridges.** The awards were broken out into four (4) agency specific award groups 1 and 3, and 2 and 4. A listing of each agency and which provider is assigned to them may be obtained by contacting your agency contracting officer and/or agency recycling coordinator, or by accessing OCP's website at www.ocp.in.dc.gov (contract information).

THINGS to Know About the Award:

- The contractor is responsible for providing storage bins to each participating agency under the contract. The contractor is also responsible for collecting the empty cartridges at a pre-determined time mutually agreed upon.
- The contractor will provide the agency representative with a receipt, which clearly indicates the date of the pick up, the quantity picked up and the name of the individual receiving the empty cartridges. (Recycling coordinators please make sure that a copy is forwarded for your end of year report.)
- The contractor will issue the District a credit in the amount of the toner cartridges received by the contractor.
- The contractor will provide the District with remanufactured toner cartridges for the applicable equipment, as ordered.

For More Information

Below, please find a list of resources available to you:

Recycling Programs at District Government Facilities

Office of Property Management
441 4th Street, NW – Suite 1100 S
Washington, DC 20001
Tel. (202) 724-4400 / Fax. (202) 727-9877
Email: opm.recycling@dc.gov



DC Office of Personnel

441 4th Street, NW – Suite 320 S
Washington, DC 20001
Tel. (202) 442-9666 / Fax. (202) 727-0154

Office of Recycling – Residential and Commercial Programs

Department of Public Works
3220 Pennsylvania Avenue, SE
Washington DC 20020
Recycling Hotline at (202) 645-8245 / Fax. (202) 645-8518

Office of Contracting and Procurement – Environmentally Preferable Purchasing Programs

Attn. Robin Jackson
441 4th Street, NW – Suite 800 S
Washington, DC 20001
Tel. (202) 724-2121 / Fax. (202) 727-9385
Email: robin.jackson@dc.gov